

Annapolis Police Department



GENERAL ORDER

Number: H.9

**Issue Date: September
2006**

TO: All Personnel

SUBJECT: Mobilization and Call-Back Procedure

PURPOSE

The purpose of this General Order is to establish clear guidelines for the utilization of the Department's mobilization and call-back procedure.

POLICY

It shall be the policy of the Annapolis Police Department that the mobilization and call back procedures are intended for use in situations requiring additional police officers, support personnel and resources that are immediately available.

I. Required Action

Chain of Command

If an incident intensifies and a higher ranking officer arrives on the scene, the ranking officer is not automatically placed in charge, unless the ranking officer assumes control and announces that he/she is taking control. The command of the incident will then be turned over to the higher ranking officer. In emergency/exceptional situations command protocol will be normally that as listed in the Emergency Operations Plan.

II. Mobilization

The Department encounters situations which require the commitment of a varied degree of police resources. As the need for police resources increases, the Department must mobilize. In order to respond in an organized and efficient fashion, mobilization will be conducted in three stages.

STAGE 1 - RESPONSE IS LIMITED TO ALL ON-DUTY OFFICERS.

A. Procedures: First Arriving Unit

1. Request a 10-3 if appropriate.
2. Advise the Communications Section of the situation and request assistance.
3. Give an estimate of the approximate number of officers needed.
4. Designate a staging area.
5. Direct responding officers to the staging area.
6. Maintain command until relieved.

B. Senior Ranking Officer

1. Take command of the scene.
2. Update the Communications Section.
3. Evaluate and verify the need for additional units.
4. Establish a command post at a safe location (upwind and upgrade from a hazardous materials release whenever possible).
5. Designate a communications officer to maintain contact with communications.
6. Designate traffic control points and assign officers to them, if appropriate.
7. Deploy teams of officers to carry out specific assignments, if appropriate.
8. Ensure that all officers assembling at the staging area report in the uniform of the day, or plainclothes if requested or needed. Officers shall report with issued equipment and any equipment as the situation requires (riot/mass arrest situations officers should report with a helmet, gas mask, baton and body armor).
9. Request the Prisoner Transport Wagon.

C. Commander of the Operations Division or his/her Designee

1. Monitor the progress of the incident.
2. If necessary, respond to the scene and assume command as the Senior Ranking Officer.
3. Notify other Division/Section Commanders for the need of additional officers.
4. Initiate the Emergency Operations Plan if necessary by notifying the Director of Emergency Management or his/her designee who shall then activate the plan along with notification to the Director of Domestic Preparedness or his/her designee.

D. Communications Section

1. Notify the Commander of the Operations Division and keep him/her updated on the developing situation.
2. Establish a 10-3 when requested by the Senior Ranking Officer and maintain it until lifted by the Senior Ranking Officer.
3. Notify Fire/Rescue, if appropriate.

STAGE 2 - OFF- DUTY PATROL/SPECIAL OPERATIONS OFFICERS

- A. Procedures: Commander of the Operations Division or his/her Designee
1. Respond to the scene and take command.
 2. Estimate the number of additional officers.
 3. Notify other Division/Section commanders for additional officers via communications.
 4. Initiate the Emergency Operations Plan if necessary by notifying the Director of Emergency Management or his/her designee who shall then activate the plan along with notification to the Director of Domestic Preparedness or his/her designee.
 5. Ensure that responding officers are directed to the staging area and are deployed in an organized fashion.
 6. Evaluate the need for, and the impact of chemical agents.
 7. Evaluate the need for K-9, A.S.E.T. , etc. (crowd control, searches etc.).
 8. Notify the Chief of Police.
- B. Chief of Police or designee
1. Invoke the appropriate departmental alert.
 2. Notify the Mayor.
 3. If more resources are needed than are available, contact the Anne Arundel County Police Department, the Maryland State Police, and/or the Anne Arundel County Sheriff's Department.

STAGE 3 - THE CHIEF OF POLICE, OR HIS/HER DESIGNEE, INVOKES A DEPARTMENTAL ALERT TO MOBILIZE ALL OFF DUTY OFFICERS. The Commander of the Operations Division or his/her designee shall cause to have contacted other Division/Section Commanders to initiate call back procedures.

The alerts are as follows

- A. **READY ALERT**: Officers must be READY to respond to duty.
1. Location of all officers must be known by the officer's supervisor.
 2. Officers must be able to report for duty within one hour after notification.
 3. Notification will be conducted by using the call-back procedures listed below.
 4. Communications will maintain a log of events.
- B. **RESPOND ALERT**: Officers must RESPOND to duty and report to headquarters or a designated location:
1. Notification will be conducted by using the call back procedures below.
 2. Officers shall respond in the uniform of the day, or plainclothes if requested or needed. Officers shall report with issued equipment and any equipment as

the situation requires (riot/mass arrest situations officers should report with a helmet, gas mask, baton and body armor) to one of three areas:.

- a. The place specified in the notification;
 - b. Headquarters; or,
 - c. Staging Area (officers with assigned vehicles will report to the staging area unless otherwise directed).
3. The Communications Section will advise complainants that minor calls for service will be answered when possible due to the emergency.
 4. The Commander of the Operations Division or his/her designee will respond to the scene and assume command.

III. Transportation

- A. When the mobilization plan is activated, officers will respond to the staging area as indicated in the Response Stages.
- B. Officers will respond to the staging area using departmental vehicles (marked, unmarked vehicles etc.). The drivers should wait for any passengers that need a ride to the staging area. Officers that are assigned vehicles will respond directly to the staging area unless they are needed to transport other officers. If necessary, the senior ranking officer on the scene will designate a transport officer to transport officers back and forth from the station to the staging area.
- C. If all the departmental vehicles are being utilized and officers still need to be transported to the staging area, at the discretion the Senior ranking officer on the scene, this officer may notify the Annapolis Department of Transportation and request that a bus meet the officers in front of the police station to be transported to the staging area. At the end of the activation a bus may be requested to transport the officers back to the station. Every effort will be made to get the needed officers to the scene by departmental vehicles.

IV. Call Back Procedures

WEEKDAYS/ WEEKENDS/ EVENINGS

- A. Commander of the Operations Division or his/her designee will:
 1. Notify all on duty supervisors when told to initiate call-back procedures by the Chief of Police or designee.
 2. Notify off duty supervisors. If the off duty supervisors cannot be reached, attempt to contact the next senior person on the platoon/unit. Continue to make calls until someone from the platoon/unit is contacted. The responsibility of alerting the platoon/unit is passed down the platoon/unit chain of command and rests with the individual contacted.
 3. Include in the notification message:

- a. Nature of the incident, and
- b. Specific location where officers are to report (applicable to RESPOND alerts).
4. Keep a written log of all officers notified.
5. Include the following information in the log:
 - a. Name of each officer;
 - b. Phone number where each officer can be reached;
 - c. Availability status of each officer; and,
 - d. Time each officer was contacted or time notification was attempted, if unsuccessful.
6. Test the call-back procedure at twelve month intervals according to the steps outlined below.
7. Send a report to the Chief of Police detailing the results of each test to include:
 - a. Day, date, time of test;
 - b. Total number of officers available, and
 - c. Total time needed to complete the call-back.

B. Division/Section Commander/Sergeants

1. Notify their respective Supervisors/ Corporals.
2. Telephone the first half of the Platoon/Unit.
3. Include in the notification message:
 - a. Nature of the incident, and
 - b. Specific location where officers are to report (applicable to RESPOND alerts).
4. Keep a written log of all officers notified.
5. Include the following information in the log:
 - a. Name of each officer;
 - b. Phone number of where each officer can be reached;
 - c. Availability status of each officer; and,
 - d. Time officer was contacted or time notification was attempted, if unsuccessful.
6. Report back (via telephone) to the Division/Section/Watch Commander or Supervisor as soon as possible with a count of available officers.
7. If additional information becomes available changing the status of any officer, update the Division/Section Watch Commander or Supervisor as soon as possible.
8. At the conclusion of the incident, turn the written logs over to the Commander of the Operations Division.

C. Supervisors/Corporals

1. Telephone the second half of the Platoon/Unit.
2. Include in the notification message:
 - a. Nature of the incident, and
 - b. Specific location where officers are to report (applicable to RESPOND alerts).

3. Keep a written log of all officers notified.
 4. Include the following information in the log:
 - a. Name of each officer;
 - b. Phone number of where each officer can be reached;
 - c. Availability status of each officer; and,
 - d. Time officer was contacted or time notification was attempted, if unsuccessful.
 5. Report back to the Sergeant (via telephone) with a count of available officers after attempting to notify each officer once.
 6. If additional information becomes available changing the status of any officer, update the sergeant as soon as possible.
 7. At the conclusion of the incident, turn the written logs over to the Sergeant.
- D. If the Sergeant or Corporal are unavailable a designated officer on each platoon/section will follow the same procedure as outlined as in Section III of this policy.
- E. Every employee of the police department having supervisory responsibilities is required to maintain a current list of telephone numbers for each employee under his/her supervision.
- F. The Commander of the Operations Division or his/her designee shall cause to have contacted other Division/Section Commanders who will initiate call back procedures as outlined in this policy.

V. Testing the Call Back Procedure

- A. Testing of the call-back procedure by practical exercise will take place at twelve month intervals.
- B. The drills are to be unannounced and are to be scheduled by the Commander of the Operations Division or his/her designee.
- C. The day of the week and the time of day should be varied from drill to drill to provide the department with information about the probable availability of its officers.

Joseph S. Johnson
Chief of Police

References
1.Accreditation Standards 46.1.8
2.Emergency Operations Plan

Revision: This General Order replaces General Order H.9 Mobilization and Call-Back Procedures dated January 2006